springshare

LibGuides Basics

Step-by-Step

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Getting Help

We're here for you!

Springshare Help & Documentation

http://help.springshare.com/

Guides on a variety of topics, including:

- Getting started
  - → General introduction
  - → Explanations of box types, editor levels, & profile options
- Reusing content
- Statistics
- Creating search boxes
- Creating Widgets / Using the API Utility
- Administrative functions

Guide FAQ

http://guidefaq.com/

Looking for the answer to a specific question? Search the Guide FAQ!

- Start typing your question and see results pop up immediately! Choose one and click **Ask Us** to get the answer.
- Not seeing what you need in the auto suggest list? Click **Ask Us** to see other results.
- Not finding the answer to your question? Submit it to the system and we'll answer it!

Training Sessions

http://help.springshare.com/training

We have regular (free!) training sessions for LibGuides. Check the guide to see the current schedule for Basics or Admin training!

Contact Us

We're always happy to help, so don't hesitate to write or call!

General or How-to Questions:

- training@springshare.com
- (800) 451-3160, x2

Technical Questions/Support:

- support@springshare.com
- (800) 451-3160, x1

The Springshare Lounge

http://springsharelounge.com/

Join the Springshare community to connect with other customers and learn from each other! It's a great place to discuss:

- best practices;
- how people have used guides in their libraries;
- how people have marketed their guides in their libraries;
- anything else you can think of!

Customizing Your Profile & Profile Page

Be seen!

For more information, see our Profiles guide: http://help.springshare.com/profiles

Why Should I Customize My…

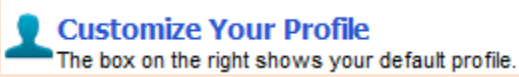
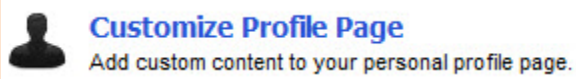
Profile Box?	→ It gives your site's visitors a "face behind the information" and helps them determine authority. → Your profile info is automatically displayed on every page in your guides. It is the fastest way to deploy information across all guides at once.
Profile Page?	→ Your profile page allows you to share *more* information than you can get into the profile box. By default, your profile box and *published* guides appear on the page, but you can add more using the Office Hours, rich text, links, and badges boxes! → It allows you to share information about yourself – the regular contact info and guides – but also anything else you'd *like* to share: presentations, key library websites, widgets (think Twitter feeds, Facebook badges, etc.), etc.

What Can I Customize in My Profile Box?

You can add:

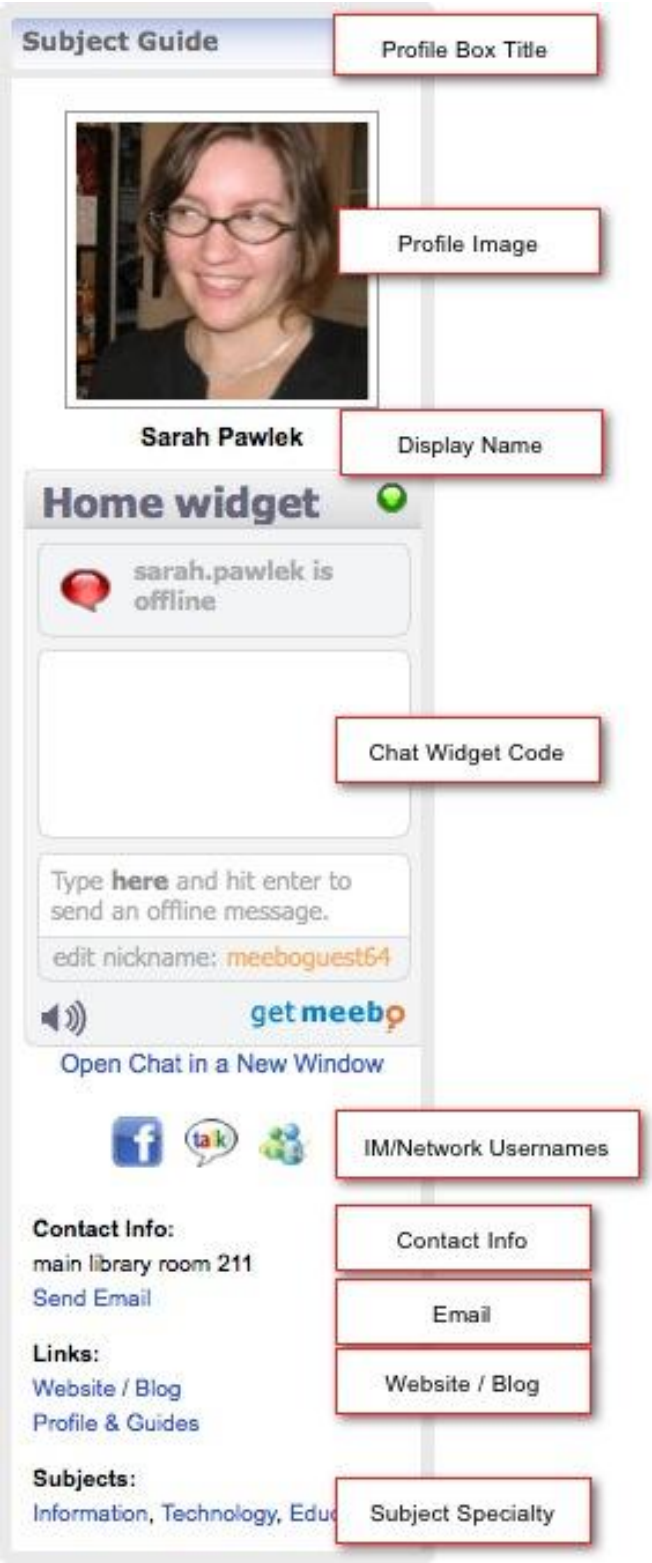
- → a profile picture,
- → contact information,
- → a website link,
- → subject categories,
- → a chat widget,
- → social network / IM connections;
- → and with the "Additional Fields" section, anything else you want! (Use those fields to enter text (plain or HTML) or add widgets.)

Customizing Your Profile:

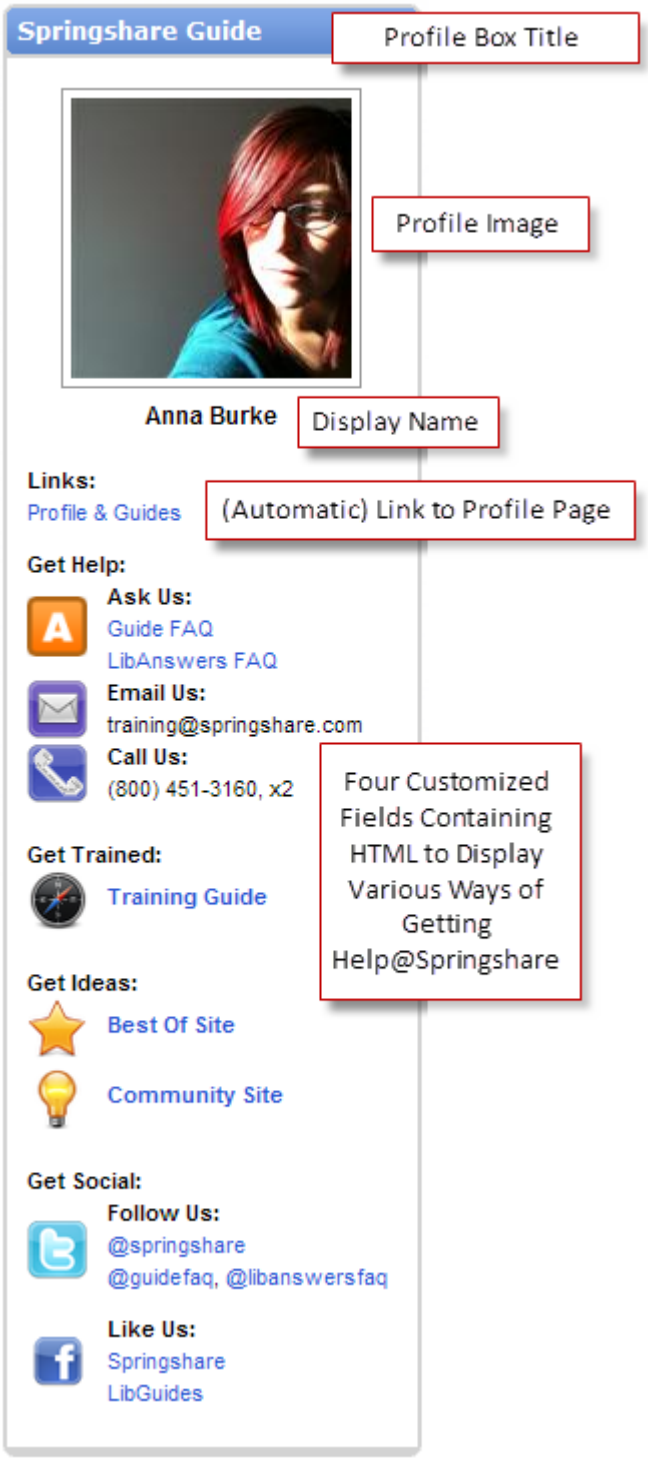
Profile Box:	**Profile Page:**
1. On your My Admin page, click **Customize Your Profile**.  2. Fill out the form with whatever information you'd like to include. Click on the gray bars to open up another area (Additional Fields / IM Usernames). **Note:** Additional Fields will only open if the system administrator has added them to your system. Learn more: http://bit.ly/ktX87Iv Learn more about editing profile boxes: http://bit.ly/lqyhSc	1. On your My Admin page, click **Customize Profile Page**.  2. You can't modify the left or center columns on this page, only the right hand column. → Office Hours: optional, will not display if you do not fill it out. → Rich Text/Links box: optional, will not display if you do not create them. → Badges: optional, will not display unless you add badge code to the boxes. Learn more about profile pages: http://bit.ly/keRkOI See an example: http://help.springshare.com/profile/anna

See examples of customized profile boxes on the next page…

Customized Profile Box



Customized Profile Box – Using Additional Fields



Creating New Guides

Share your expertise!

When creating new guides, you have two options of how to start: creating a guide from scratch, or creating a guide using another guide as a template (meaning an exact replica will be made which you can then edit).

If using another guide as a template, that guide can come from anywhere! Guides you've previously created, guides your colleagues have created, or guides from another institution altogether.

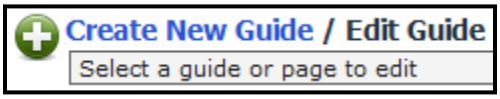
Why would I want to use a guide as a template?

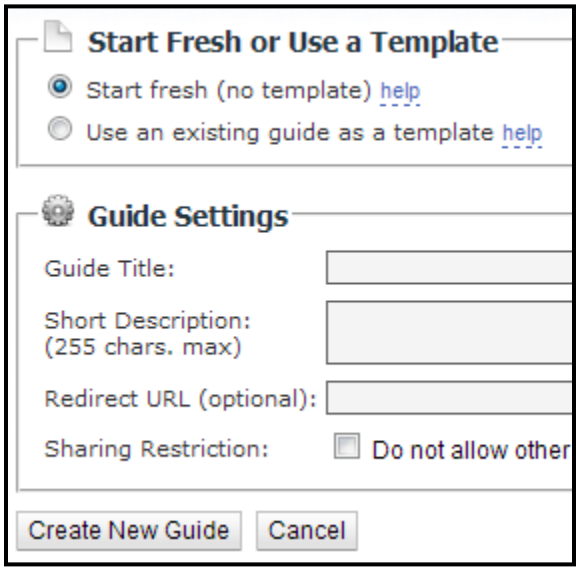
See Also: Reusing Content Section on page 16

- → You really like the format of a guide you've created and want to use it to create another guide.
- → You really like the way a coworker's guide looks/functions and you want your guides to have that same flow, look, types of information, etc.
- → You've looked around at the Community or Best of sites and have been inspired by one of the thousands of guides out there and want to bring it into your site so you can create a similar guide.
  - → **Community Site:** http://libguides.com/ (Ask guide owners' permission before copying.)
  - → **Best of LibGuides Site:** http://bestof.libguides.com/ (May be freely copied.)
- → You've looked around the Community or Best of sites and found a guide that does a great job of explaining a subject/process and you don't want to reinvent the wheel!
- → Consistency. Your library might want to use templates for certain "groups" of guides in order to create consistency across your site. This doesn't mean squashing creativity in guide creation! It simply means creating a new guide will be faster & easier – the standard pieces of information (like help or citation links) will already be there, so you can spend your time on customizing the guide for that subject.

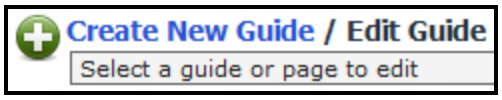
Creating a Guide from Scratch:

1. Log in to your system.
2. On the **My Admin** screen, choose **Create New Guide**.
3. On the Create New Guide screen:
   - choose **Start fresh**;
   - give the guide a title;
   - give the guide a description;
     (Optional, but a good idea for findability.)
   - **Leave the Redirect URL blank** unless you are planning on using this guide as a placeholder directing people to your old guide while you create the new one;
     More information: http://guidefaq.com/a.php?qid=25090
   - if you don't wish to allow users to copy your guide or elements from it, check the **Sharing Restriction** box;
   - click **Create New Guide**.

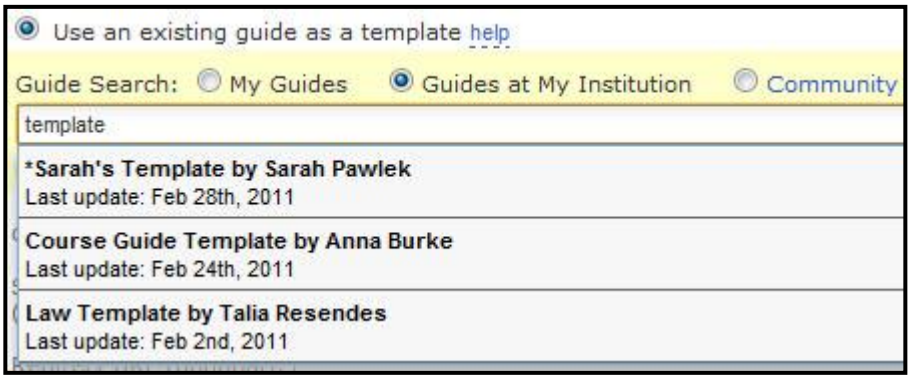




Creating a Guide from a Template:

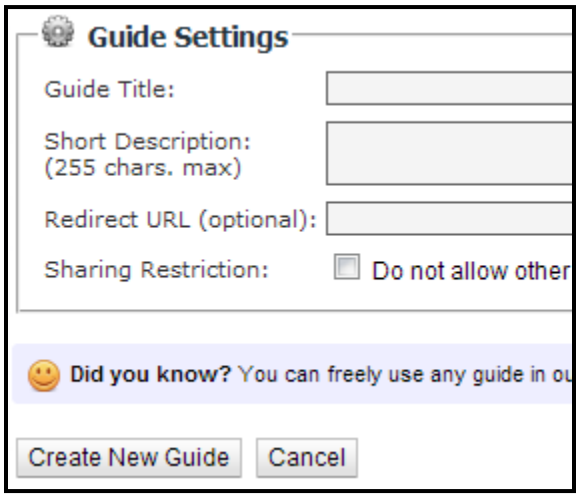


1. Log in to your system.
2. On the **My Admin** screen, choose **Create New Guide**.
3. First you're going to find the guide you want to copy. In the **Start Fresh or Use a Template** area:
   a. Choose **Use an existing guide as a template**.
   b. Choose to copy:
      → one of **My Guides**: a guide you've previously created;
      → a **Guide at My Institution**: a guide one of your colleagues has created;
      → a guide from the **Community**: a guide from another library altogether.
   c. Either search by the guide title *or* enter the URL of the guide



Note: If you paste the URL by right clicking your mouse and choosing "paste", you ***must*** press the space bar for the search to execute.

   d. Choose the guide you'd like to copy.



4. Next, fill out the **Guide Settings**:
   a. Give the guide a title;
   b. Give the guide a description;
      (Optional, but a good idea for findability.)
   c. **Leave the Redirect URL blank** unless you are planning on using this guide as a placeholder directing people to your old guide while you create the new one;
      More information: http://guidefaq.com/a.php?qid=25090
   d. If you don't wish to allow users to copy your guide or elements from it, check the **Sharing Restriction** box;
5. Click **Create New Guide**.

Common Box Types

Take advantage of what the system offers!

With so many box types available, it can be hard to know which one to use. Here we outline the most commonly used boxes in the system. For more details on all box types, go to http://help.springshare.com/boxtypes

Rich Text Box

What Should I Use it For?

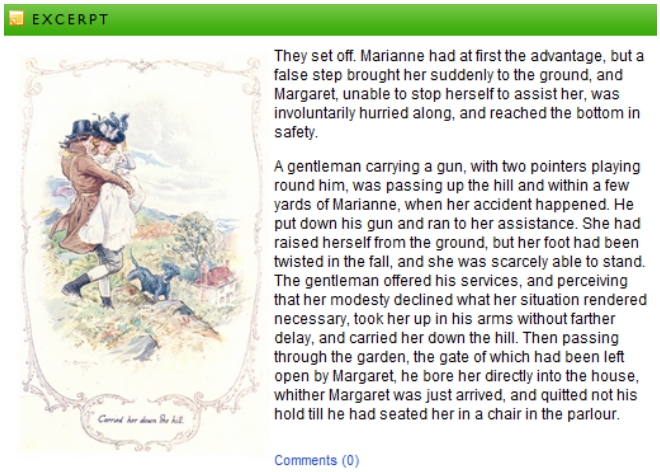
The Rich Text box is kind of a "catch all" box. It allows you to add text, images, tables, and even code. Anything you can do in HTML, you can also do in a rich text box.

Note: If you do add any code, like JavaScript, you must use the **Plain Text Editor tab**.

What Shouldn't I Use it For?

If you're adding lists of links, we recommend using either the **Simple Web Links** or **Links & Lists** boxes. Both of these boxes have additional functionality that the Rich Text Box doesn't have. (See page 9.)

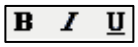
Example:



How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Enter a name for your box (toward the bottom) and click **Create Box**.
3. Once the box is on the page, click **add text**.
4. When the rich text editor opens, simply type in the text area.

   The toolbars above will help you format your text. Here are some common tools:

   Bold / Italics / Underline 

   Link / Unlink
   Highlight text, then click on the "chain link" icon to make your text a link.

   Tables
   Click on the table with pencil icon to add a table.

   Bulleted / Numbered Lists
5. When you're done, click **Save and Close**.

Pro Tips:

- Be careful when you copy & paste from Word or other outside sources. See page 13 for tips.
- Want to add images? See page 14.
- Make sure you save often as you add content using the **Save Changes** button. This will help ensure you don't have to re-do much (if any) of your work if your browser freezes, you accidentally move away from the page, accidentally close your browser window, etc.

Simple Web Links and Links & Lists Boxes

What Do I Use Them For?

You can use the **Simple Web Links** or **Links & Lists** boxes to create lists of links.

Advantages over using the **Rich Text** box:

→ Statistics kept for link clicks.

→ The built-in Link Checker will check for broken links in these boxes.
(Click the **Link Checker** link on My Admin page to view the report.)

→ You can reuse these links throughout your system.

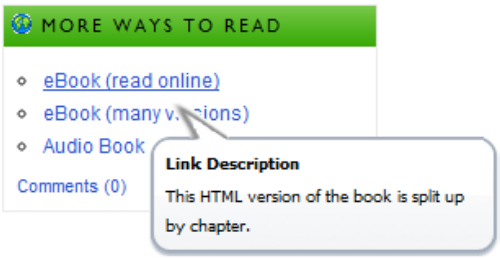
What's the Difference?

	Simple Web Links	Links & Lists
Add/Edit Links	✓	✓
Reuse Links	✓	✓
Rate Links	✗	✓
Description…	Appears when you hover over the link.	Appears below the link title
"More Info"	✗	✓

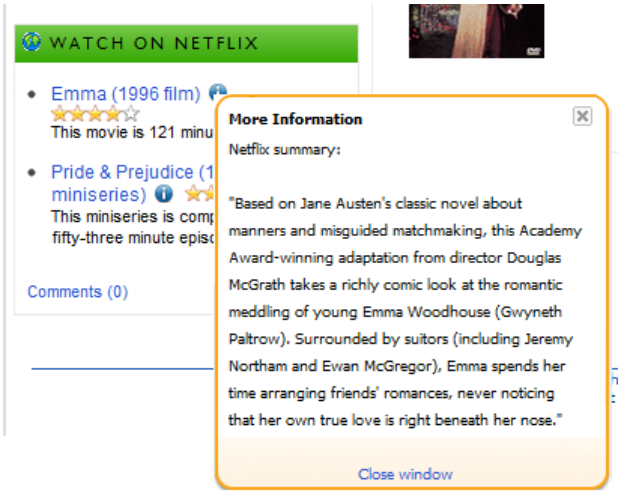
How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose either **Simple Web Links** or **Links & Lists** for the box type. Enter a name for your box (toward the bottom) and click **Create Box**.
3. Click **Add New Link** at the bottom of the box.
   a. Add the **title** of your link.
   b. Add the **URL** of your link.
   c. Add a **description**. (optional)
   d. Add **More Information**. (optional)
      Links & Lists Box Only
   e. If you have **Resource Icons** in your system, check off any appropriate icons. (optional)
   f. If you need to add your **proxy** information, check off the "Add proxy URL" box. (optional)
   g. If you'd like visitors to rate the link, check off the "**Allow visitors to rate**…" box. (optional)
      Links & Lists Box Only
4. Click **Create Link**.

Example: Simple Web Links



Example: Links & Lists



Books from the Catalog Box

What Should I Use it For?

This box is specially designed for you to list books and other items from your catalog – including CDs & DVDs!

You'll be able to see statistics on how many people clicked on links to your catalog. You can also reuse books elsewhere in the system, much like reusing links.

Example: Book

Pride & Prejudice - Jane Austen, Nancy Butler, Hugo Petrus
Call Number: Graphic Novel Pride
This graphic novel is a charming adaptation of the classic; although it's geared toward adolescents, Austen fans of all ages will enjoy this one.

Example: DVD

Sense & Sensibility (2008 miniseries)

How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose **Books from the Catalog** as the box type. Enter a name for your box (toward the bottom) and click **Create Box**.
3. Click **Add New Book**.
4. Enter the **Title** of the book. All other fields are optional. The other options are:
   a. **Author** and **ISBN**
   b. **URL:** add the URL to that item's catalog record.
   c. **Cover Art URL:** enter the ISBN for the book and click the blue 'S' icon to retrieve the cover art from Syndetics.

      Your library does not have to subscribe to Syndetics in order to retrieve cover art – this is a perk that comes with your LibGuides subscription!
   d. **Call Number** and **Description**.
5. Click **Create Book**.

How Can I Add a CD or DVD?

1. Follow steps 1-3 above
2. For step 4, fill out everything as you normally would. For the cover art URL:
   a. Go to BN.com & search for your CD or DVD.
   b. On the item details page, scroll down to the group of tabs containing the item details (overview, reviews, etc.)
   c. Click on **Full Product Details**.
   d. Copy the **UPC number** on that page.
   e. Go back to your guide and enter/paste the UPC code in the **Cover Art URL** field. Put your cursor at the beginning of the number and add a zero. This will make the number 13 digits.
   f. Click the blue 'S' icon to retrieve the cover art.
3. Click **Create Book**.

Embedded Media & Widgets Box

What Should I Use it For?

This box allows you to embed videos, audio, and widgets!

Lots of sites provide you with code to embed media or widgets. Here are a few sites with audio & video you can embed:

→ YouTube (http://youtube.com)

→ NPR (http://npr.org)

→ Internet Archives (http://archive.org)

Also, check out our help guide for instructions on how to embed widgets from a variety of sources, like search engines or subscription databases. http://help.springshare.com/searchboxes

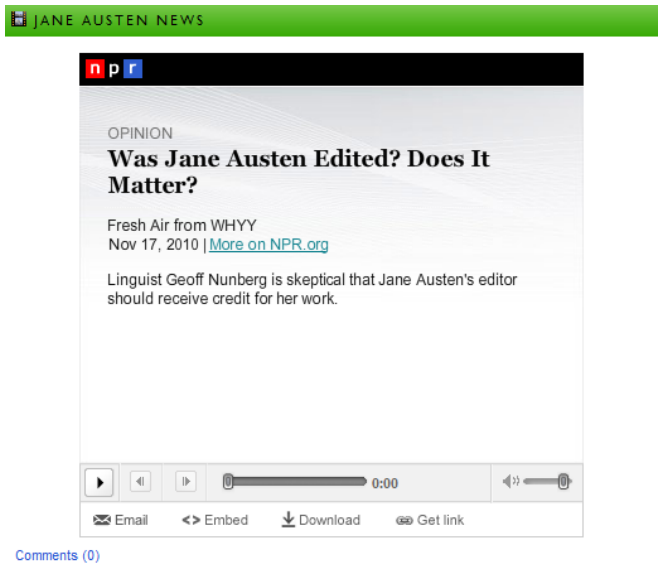
How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose **Embedded Media & Widgets** as the box type. Enter a name for your box (toward the bottom) and click **Create Box**.
3. Click **Edit Video/Audio**.
4. Copy the embed code from the site where you found the video and paste it into the Embed URL field.
5. Click **Save Changes**.

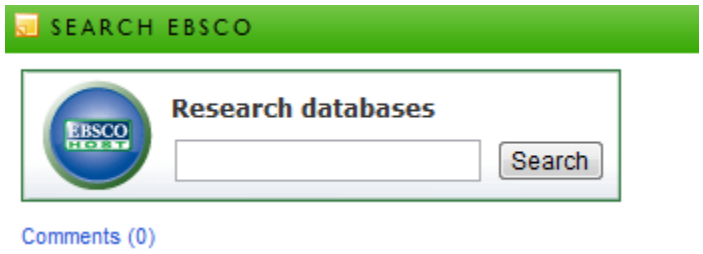
✪ **Pro Tip:** You cannot upload videos directly to LibGuides; you'll need to upload them to a streaming media server at your library, or a video hosting service (like YouTube, Screencast, or Vimeo) first.

Example: Video from YouTube

Example: Audio from NPR



Example: Search Widget from EBSCO



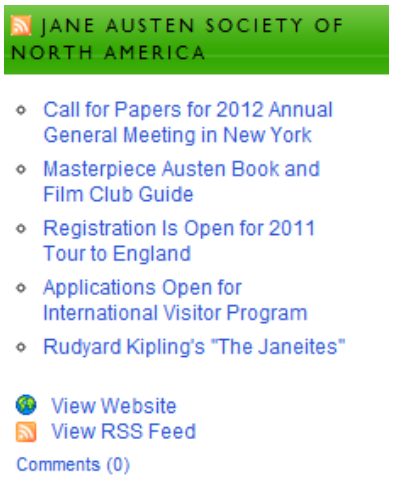
RSS Feed Box

What Should I Use it For?

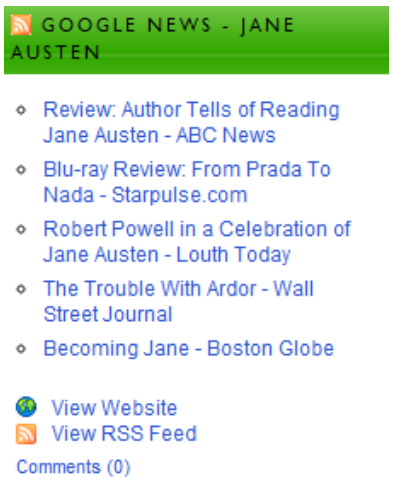
Use this box to display items from any site that provides an RSS feed. For example, you could display:

- → Feeds from blogs;
- → Feeds from news sites;
- → Table of Contents feeds from journals;
- → Saved search feeds from databases / websites

Example: News Feed from JASNA



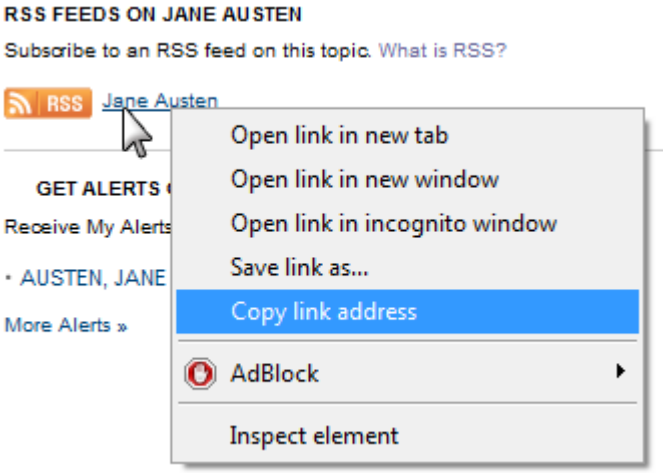
Example: Google News Saved Search



How Can I Create One?

1. Find the RSS feed you'd like to add to your guide. Not sure where to find one? Look for the words **RSS**, **Feeds**, or icons like this one:

   Once you've found the feed, you can usually right-click on the link and copy the URL:



   ✪ **Pro Tip:** Instead of "Copy link address" you may see different text. IE will have "Copy Shortcut". Firefox will have "Copy link location".

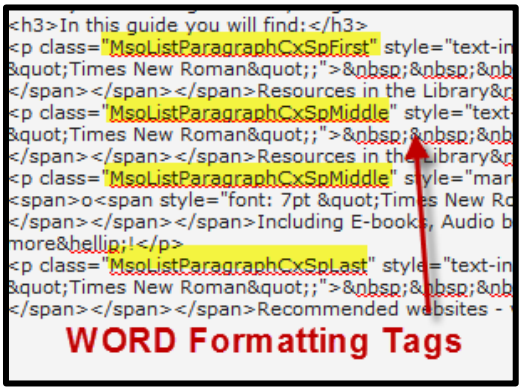
2. On your guide, click **Add New Box** in the column where you'd like the box to appear.
3. Choose **RSS Feed** as the box type. Enter a name for your box (toward the bottom) and click **Create Box**.
4. Click **Add RSS Feed**.
5. Paste the feed copied in step 1 in the **Feed URL** field.
6. Decide how many items you would like to display on the page. Add that number to the **# of Items** field.
7. Click **Save Changes**.

Copying & Pasting...Safely *Or, why can't I edit text I pasted from Word?*

Unfortunately, these are the dangers of copying & pasting in text from Word **or *any other* word processing program** (e.g. websites) into the Rich Text Editor.

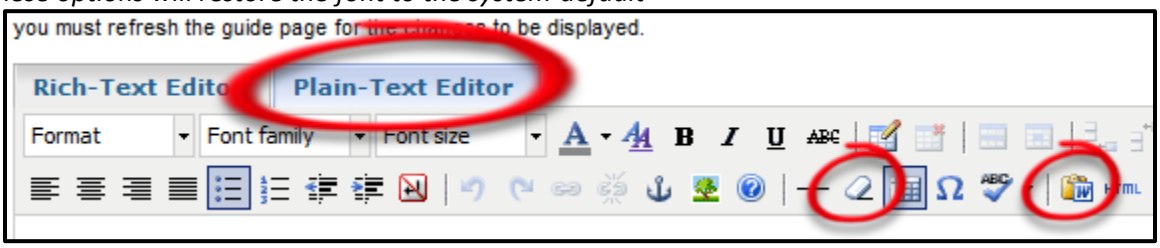
Word adds in all sorts of "stuff" on the back end that you can't see when looking at the rich text version. All you see is that there's an extra space or the font isn't right.

When you try to modify things using the tools in the rich text editor's toolbar (change the font, etc.) or your keyboard (delete extra spacing), there are so many other things going on in the background that the rich text editor doesn't know how to handle it...or something else in the HTML overrides the changes you're trying to make, but that's not visible to you.



Options:

Note: These options will restore the font to the system-default



→ **Paste from Word ( )**

This will strip out a lot of the XML and other "stuff" Word adds to the background. You will need to do some reformatting, but it is a whole lot better than the frustrating alternative.

1. Add a Rich Text box and click the **add text** link.
2. Click the **Paste from Word** icon, paste the content, and click **Insert**.
3. Make any formatting changes you want and click **Save and Close**.

→ **Remove Formatting ( )**

Most of the formatting with be removed (much like the Plain Text Editor below), but links will be retained. You will then need to re-do any other formatting you want (fonts, bold, etc.).

1. Add a Rich Text box and click the **add text** link.
2. Paste the content, then click Control + A on your keyboard to select all text, and click the **Remove Formatting** button.
3. Make any formatting changes you want and click **Save and Close**.

→ **Plain Text Editor**

All formatting will be removed, so it will all have to be redone. While this may seem like extra steps, it will save you a lot of frustration in the long run.

1. Add a Rich Text box and click the **add text** link.
2. Click the **Plain Text Editor tab** at the top of the box.
3. Paste your content into the empty box, click **Save Changes**.
4. Click the **Rich Text Editor tab** at the top, reformat your text, and click **Save and Close**.

Adding Images

Give your guides some visual interest!

Adding images in LibGuides is pretty easy, though there are two methods of getting it done:

1. **Using the Image Manager**
   If you have the Image Manager, you can upload images directly into LibGuides and reuse them anywhere else in your guides.
2. **Uploading the images to another site, then adding them to your guide**
   If you don't have the Image Manager, you'll have to upload your images to a web server at your library/institution or a photo sharing website before they can be added to LibGuides.

Image Tips

→ Image file sizes matter! For best results, use light weight images, i.e. images less than 200kb in size. This helps your pages load faster.

→ If you're resizing images on the web, **even-numbered** image dimensions will scale better.

→ Keep in mind, when presenting images on the web:

- ✪ Dragging an image from MS Word (or other non-web sources) into web editors like LibGuides *will not work*. Images **must** be uploaded to the web before they can be viewed by general web browsers.
- ✪ Linking to images on shared internal network drives can have mixed results. If your shared drive requires a password to access the contents, then the image can't be displayed on the web.

See also: Roy Tennant's "*Web Image Size Tips & Tricks*" http://bit.ly/jWoNbc

Add Your Image

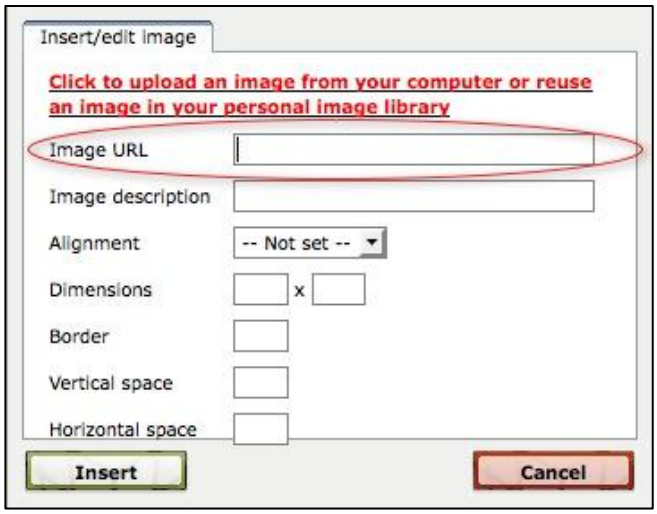
Method 1: Using the LibGuides Image Manager

1	Create a new content box.
2	Click the (add text) link in the box to open the Rich Text Editor.
3	Click on the tree icon in the 2nd row of options.
4	Click on the red "upload" text at the top of the box: **Click to upload an image** **Note:** If you click that link and get a note describing the image manager instead of the box to the right, you will need to use Method 2.
5	Click **Browse**; find the image on your computer. **Note:** If you leave the box at the top checked off, your image will automatically be selected once it is uploaded.

Bonus: Uploaded image URLs are persistent, so if you upload an image, you can reuse it again & again!

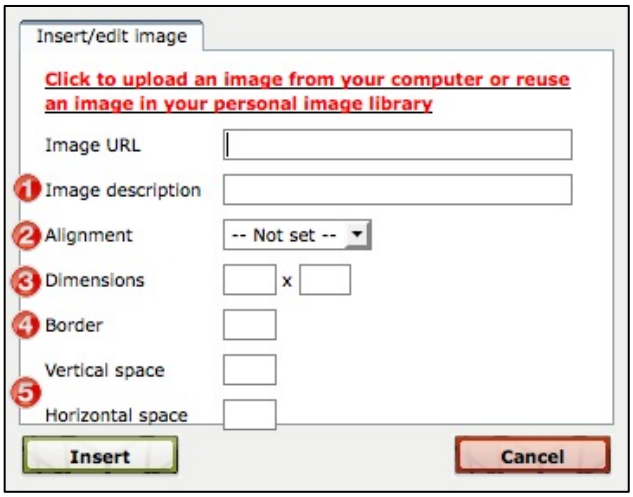
Method 2: Images from Another Site

1	Upload your image to a file host, like: ✪ Your institution's servers ✪ An image sharing site After uploading the image, copy the image URL.
2	Create a new content box.
3	Click the (add text) link in the box to open the Rich Text Editor.
4	Click on the tree icon in the 2nd row of options.
5	Paste the URL you created in step 1 in the Image URL box.



Adjust Your Image

1	**Image Description:** "alt" text for images. Important for accessibility & screen reader software.
2	**Alignment** positions your image in relation to the surrounding text.
3	**Dimensions** define the image size in pixels: [width] x [height] **Tip:** Enter [width] ***or*** [height] to keep the same aspect ratio.
4	**Border** creates a border around your image (measured in pixels).
5	**Vertical/Horizontal Space** prevents images from running into surrounding text (measured in pixels).



Reusing Content

Stop the Cycle of Wheel-Reinvention!

Hierarchy of Reusability:

Guide
Copied guides carry over all pages, boxes, and content items.

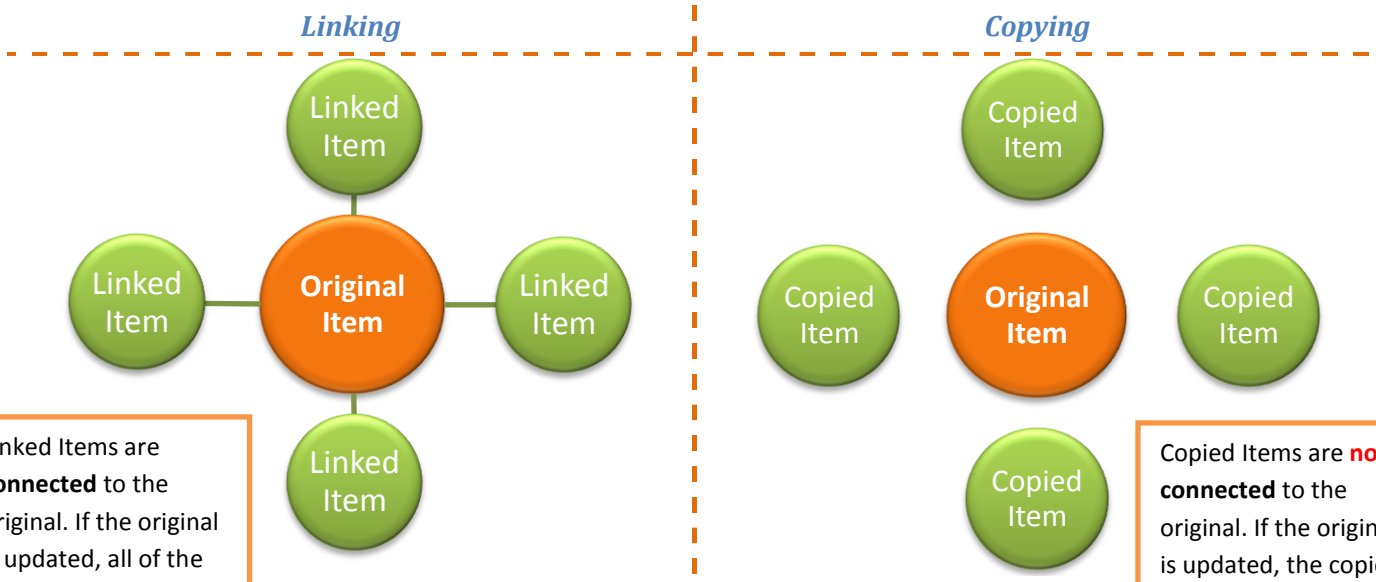
Page
Reused pages carry over all boxes & content items.

Box
Reused boxes carry over all content items.

Content Item
Reused content items carry over the information for that item.

Linking vs. Copying 101:

In LibGuides, there are two ways to reuse **Pages, Boxes** and **Individual Content Items**:



Linked Items are **connected** to the original. If the original is updated, all of the linked items will also update.
Note: You will NOT be able to edit linked items.

Copied Items are **not connected** to the original. If the original is updated, the copied items will not be updated.
Note: You will be able to edit copied items.

1. Reusing Guides:

- **Can** copy guides for reuse
- **Cannot** create linked guides

What can you do with Reused Guides?

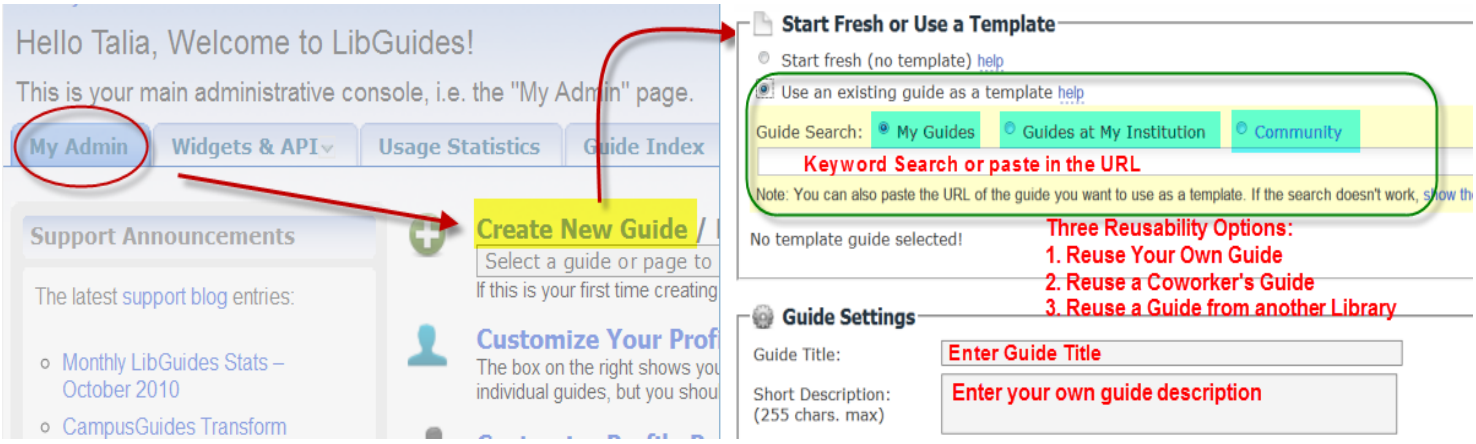
There are so many really awesome things that you can do with guides that not only save you time but also encourage a consistent look & feel to all of your guides:

Create templates for subject, class or research guides. All guides will have a consistent look & layout!	Envious of a guide that a coworker has made, you can reuse that guide too! Reusing content has never been easier!
Have you spent a lot of time customizing the layout and organization of one guide? Don't reinvent the wheel over and over again. Reuse that guide!	Check out our **Community Site**! Peek at guides from libraries all over the world. Filter guides specifically by your library-type. Copy the URL and reuse! http://libguides.com/

! Ask permission **before** reusing another library's guide. You wouldn't want someone borrowing your stuff without asking first, right?

Steps for Copying a Guide:

See ***Creating a Guide from a Template*** on page 7 for written instructions.



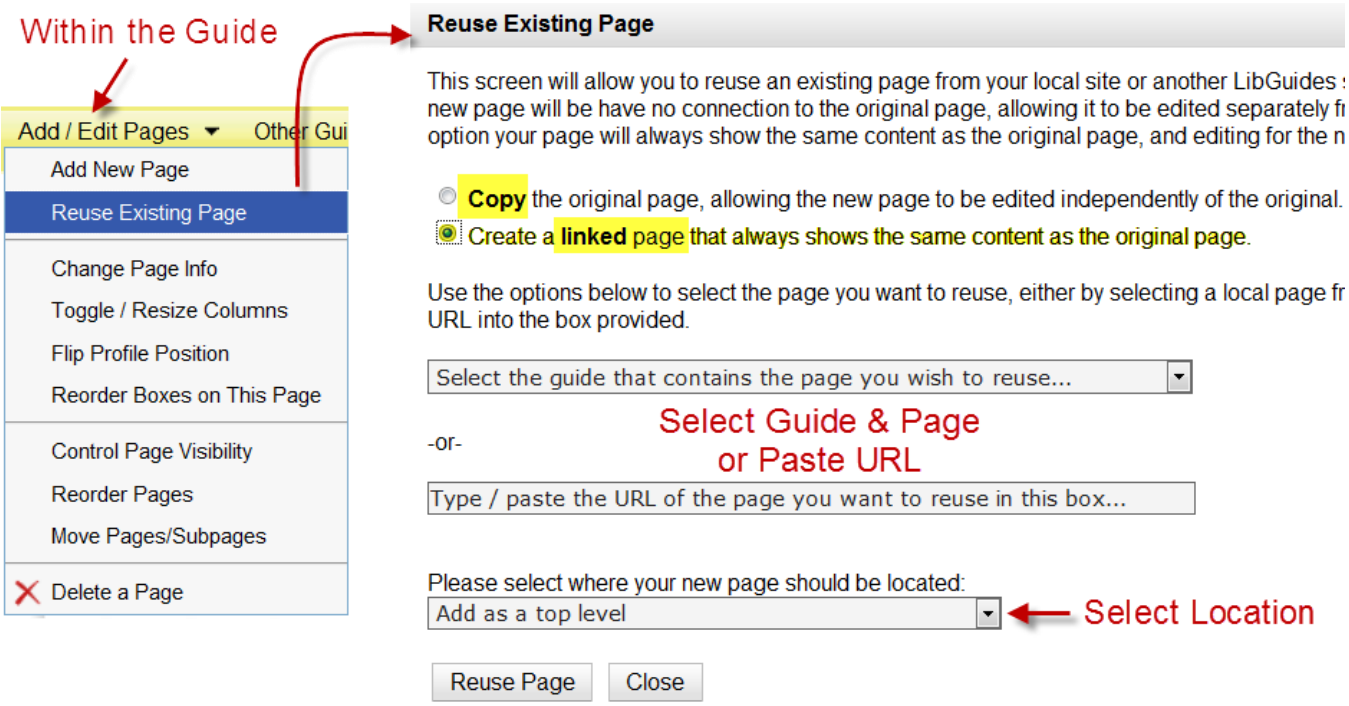
2. Reusing Pages

When Should I...

Create Linked Pages:	• You want to create a 'connection' between the original page and the linked page - edits made to the original page will affect all linked pages. • You don't want to be able to make edits to the linked pages.
Create Copied Pages:	• You want to use another page as a template but you **want to be able to make edits**. • You don't want the page to be 'connected' to the original page.

Steps for Reusing a Page:

1. While editing your guide, go to **Add/Edit Pages > Reuse Existing Page**.
2. Choose to **copy** or **link** the page.
3. Choose the guide/page from your system OR add the page URL.
4. Choose whether you want it to be a top level tab or a subpage.
5. Click **Reuse Page**.



Once the Page has been Copied, You Can:	• Change the Page Title (http://guidefaq.com/a.php?qid=2443) • Reorder Boxes on that Page (http://guidefaq.com/a.php?qid=2855) • Delete Boxes on that Page (http://guidefaq.com/a.php?qid=2359) • Add Boxes on that Page (http://help.springshare.com/boxtypes)
Once the Page has been Linked, You Can:	• Change the Page Title (http://guidefaq.com/a.php?qid=2443)

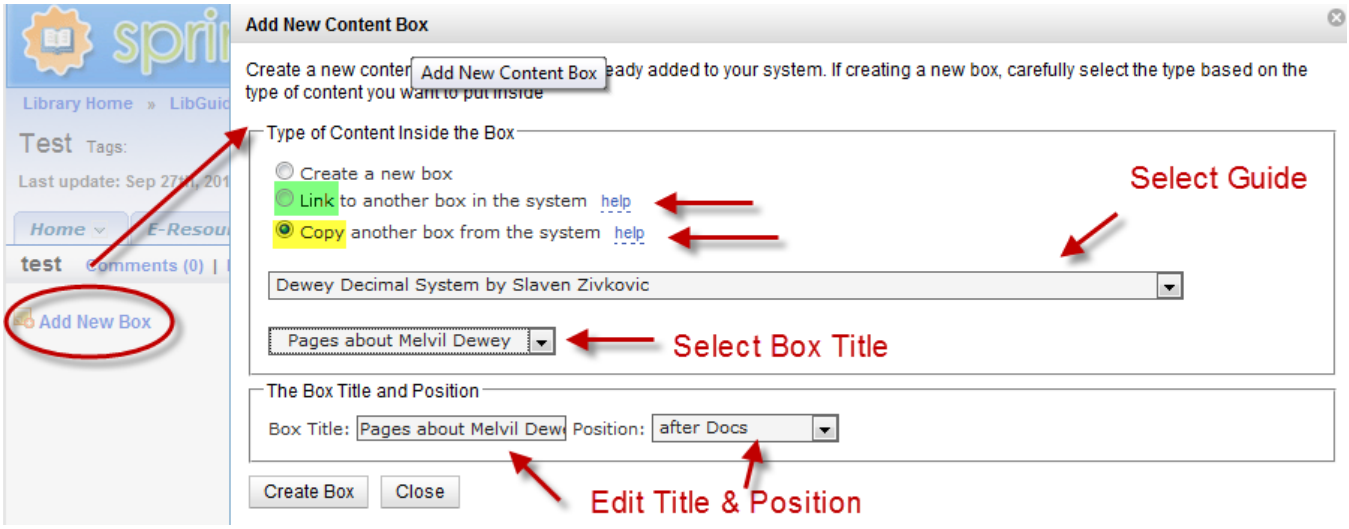
3. Reusing Boxes

When Should I...

Create Linked Boxes:	• You want to create a 'connection' between the original box and the linked box - edits made to the original box will affect all linked boxes. • You don't want to be able to make edits to the linked boxes.
Create Copied Boxes:	• You want to use another box as a template but **you want to be able to make edits**. • You don't want the box to be **'connected'** to the original box.

Steps for Reusing Boxes:

1. Click **Add New Box** where you want to add the box.
2. Choose to either **link** or **copy** the box.
3. Choose the guide containing the box you'd like to reuse, then choose the box.
4. Optional: Edit the box title and/or position.
5. Click **Create Box**.



Once the Box has been Copied, You Can:	• Change Box Title (http://guidefaq.com/a.php?qid=18137) • Edit text/content within box
Once the Box has been Linked, You Can:	• Change Box Title (http://guidefaq.com/a.php?qid=18137)

4. Reusing Content Items

What Content Items Can I Reuse?
How can I Reuse Them?

	Box Type	Linking Functionality	Copy Functionality
Videos	Embedded Media & Widgets Box		✓
Links/URLs	→ Links & Lists Box → Simple Web links Box	✓	✓
RSS Feeds	RSS Feed Box		✓
Podcast Feeds	Podcast Feed Box		✓
Books	Books from the Catalog Box	✓	✓
Documents	Documents & Files Box	✓	

Steps for Reusing a Content Item:

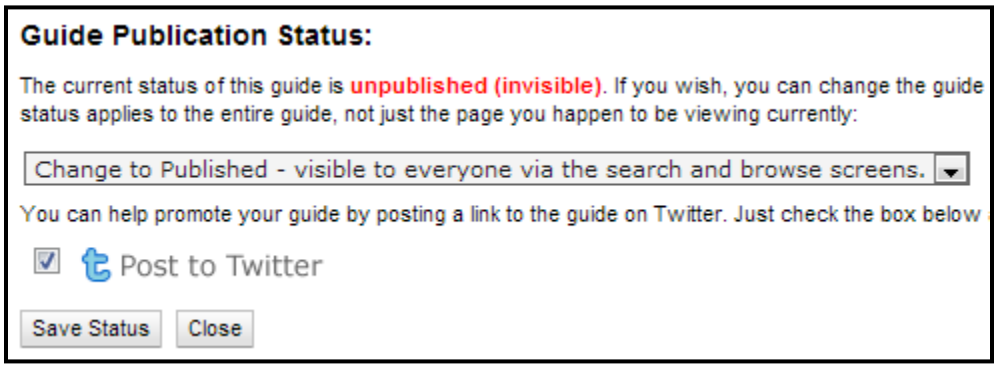
1. Ask yourself, "What do I want to reuse?"
2. Utilize the box-type that meets your needs. For example:
    a. If you want to reuse a hyperlink, then use a **Links & Lists** box or **Simple Web Links** box.
    b. If you want to reuse a book, then use a **Books from the Catalog** box.
3. Create a new box or edit an existing one
4. Look for terminology/language that allows you to search for and reuse your content. For example:
    a. In the **RSS Feed** box, use the "Search for Feeds" box.
    b. In the **Books from the Catalog** box, use the "Reuse Book" tab at the top of the box.
5. Please note that:
    a. Some content items give you the option to either Link ***or*** Copy
    b. Some content items only have one option (Check table above)

Publishing Guides

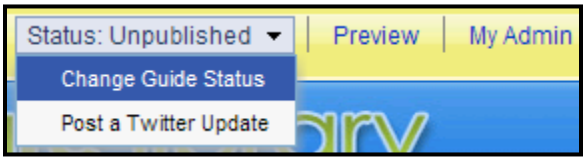
Get Your Guides Out There!

When you create a new guide, the default status is **Unpublished**. This means that the guide is not available for the public to view. So, you've added content, you've customized the look, you've tweaked until it's perfect. Now, how do you get your guide out there??

Publish Your Guide



1. While editing your guide, in the yellow Command Bar, go to **Guide Status > Change Guide Status**.



2. The first 2 sections of the screen are optional (but a good idea) and are described in the next section.
   In the third section (**Guide Publication Status**), click the drop down & choose one of the following options:

   → **Published:** Your guide is available to the world through your LibGuides site, search engines, the LibGuides Community site, and anywhere else you publish the link.

   → **Private:** Your guide is available, but *only to the people who know the URL*. It will not show up on any lists in your site, nor will it show up in any searches.
   (**Note:** we cannot 100% guarantee that some search engines will not index private guides, even though we have precautions in place to tell them not to do so. Some may ignore our instructions. However, the main search engines are far more likely to abide by those instructions.)

3. If you choose **Published**, you will see an option appear to post to Twitter. If you want to post a message to your Twitter account about your newly published guide, check the **Post to Twitter** checkbox.

4. Click **Save Status**.

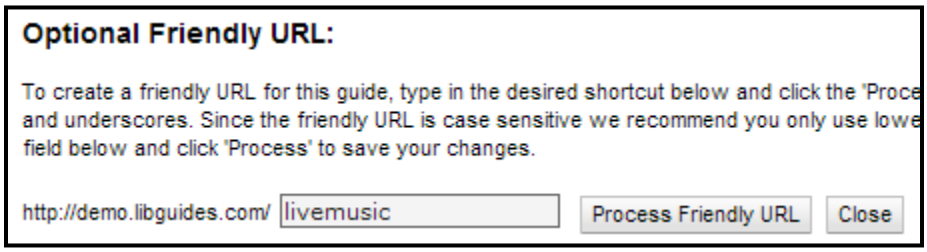
   → If you chose to post to Twitter, you'll now be able to edit the default message (if you wish). Then click **Tweet**.

   → You'll then be asked to log into your Twitter account to connect your LibGuides site with your Twitter account. After you click **Connect**, your tweet will be posted.

Optional…But a Good Idea!

Did you notice the two other sections above **Guide Publication Status** on the **Change Guide Status** screen? These sections help you make your guides more findable – Friendly URL and Subject Categories.

Friendly URL *(Guide level only…not available for pages)*

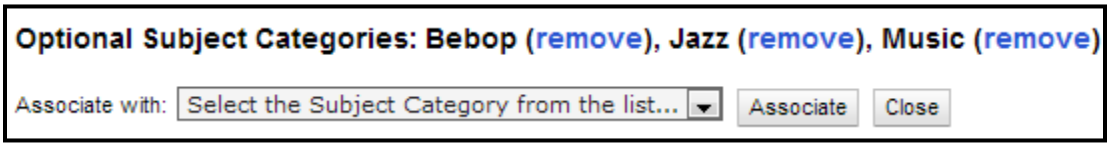


The **Friendly URL** allows you to choose the URL for your guide, making it really easy to remember when someone wants to go back to it later!

So, instead of having to tell people that my guide is at http://springylib.libguides.com/content.php?pid=193325, I can tell them to go to http://springylib.libguides.com/localshows.

After entering your friendly URL, click **Process Friendly URL** to the right of the text box.
→ No spaces are allowed. If you want to enter a space, you must use an underscore (_) or hyphen (-).
→ You may only enter alphanumeric characters, dashes, and underscores.
→ It is case sensitive, so you may want to only use lowercase letters.
→ You can change the friendly URL at any time.
→ To remove an existing friendly URL, delete the contents of the box and click **Process Friendly URL**.
→ If the system will not accept a friendly URL, that means another guide in your system already has that friendly URL. Either choose another one or change that other guide to have a different one.

Subject Categories



Subject categories assist the folks using your site with finding guides. They can browse by the various subject categories that *you* define in your system.

Choose a subject category from the list and click **Associate** to the right of the list.
→ You may add a guide to as many subject categories as you wish.
→ If you want to remove a guide from a particular subject category, click remove next to the category name at the top of the **Optional Subject Categories** section.
→ Only system administrators may add subject categories, so if you don't have any listed or you want to add a new one, you'll need to discuss that with them/your colleagues.
→ Check out our **Subject Categories** guide for more information: http://help.springshare.com/subjectcategories